ORDER

1600.25D

FAA IDENTIFICATION MEDIA, OFFICIAL CREDENTIALS, PASSPORTS, AND VEHICLE IDENTIFICATION MEDIA

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U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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FOREWORD

This order prescribes standards and procedures governing the format, type, procurement, control, issuance, and recovery of all identification media within the Federal Aviation Administration (FAA). It applies to all identification documents issued for use by FAA personnel, consultants, contractors, tenants on, and visitors to FAA facilities. It implements Order DOT 1680.3, Identification Cards, Official Credentials, and Passports.

Those FAA entities wishing to issue identification media which have not been discussed in this order should contact the Civil Aviation Security Office of Policy and Planning, ACP-1, ATTN: ACP-100, for such inclusion and recognition.

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CHAPTER 1. GENERAL

1. PURPOSE

This order provides basic standards for the issuance and use of all identification media utilized in the FAA. It implements DOT Order 1680.3, Identification Cards, Official Credentials, and Passports. It identifies offices which have been delegated responsibility for specific identification media used FAA-wide. It has been expanded to establish procedures for a vehicle identification program and documents those procedures to be used for requesting official passports. Additionally, this order includes those procedures set by the Assistant Administrator for Civil Aviation Security in the issuance and handling of special agent credentials and badges.

2. DISTRIBUTION

This order is distributed to the office and division level in Washington headquarters, regions, centers, Civil Aviation Security Field Offices, and Units, and limited distribution to all other field offices and facilities.

3. CANCELLATION

FAA Order 1600.25C, FAA Identification Media, dated January 20, 1983, and FAA Order 1600.57B, Special Agent Credential and Badge, dated February 3, 1989.

4. EXPLANATION OF CHANGES

a. Procedures for a vehicle identification media program have been added.

b. Procedures for processing passport requests have been added.

c. Employee responsibilities have been added regarding the acceptance and use of any identification media issued to the employee.

d. Procedures required by DOT Order 1680.3, Identification Cards, Official Credentials, and Passports, for the issuance, accountability and control of identification media have been incorporated.

e. Changed references regarding FAA and DOT orders. The reader will need to consult the latest edition of the various orders referred to in this order. Only the order number and title will be listed in this directive.

f. Reference to the issuance of special purpose identification cards by Metropolitan Washington Airports has been deleted.

g. The name of the order has been changed.

h. Procedures for issuance of Federal Air Police Badges have been deleted.

i. Procedures for the issuance of the Special Agent Badges and Credentials have been incorporated.

j. A new form has been developed, signature samples for certifying and authorizing officials.

k. FAA form 1600-14 has been revised and a sample is included as appendix 1.

l. A sample receipt form for the employee's signature upon receiving his/her identification/credential media has been included.

5. IDENTIFICATION MEDIA RESPONSIBILITIES

The Assistant Administrator of Civil Aviation Security, ACS–1, will establish standards and procedures ensuring the integrity and security of the FAA-wide identification media program. Changes in standards or procedures will be addressed by the Civil Aviation Security Office of Policy and Planning, ACP-1. The following responsibilities will be carried out by the Civil Aviation Security Office of Operations, ACO-1. This list is not intended to be all inclusive.

a. The Assistant Administrator for Civil Aviation Security (ACS-1), is responsible for:

(1) Coordinating with the Office of the Secretary of Transportation (OST) Office of Security, M-70, on all matters pertaining to identification media used by the FAA.

(2) Developing national standards and procedures governing the FAA-wide identification media program.

(3) Providing guidance and assistance FAA-wide to offices concerning the acquisition of new forms and/or changes to existing forms of identification media.

(4) Monitoring and inspecting procedures pertaining to the procurement, printing, issuance, accountability, and control of all identification media utilized by FAA employees, contractors, consultants, or designated representatives. Periodic inspections will be conducted by this office.

(5) Controlling and accounting FAA-wide for the Regular and Temporary identification cards, and Executive Credentials.

(6) Preparing and issuing all Special Agent and Federal Air Marshal Credentials. Developing, designing, procuring, controlling and accounting for the Special Agent and Federal Air Marshal Badges, in accordance with this order and Order 1650.6, Federal Air Marshal Program.

(7) Developing, designing, and procuring Aeronautical Center, Technical Center, Air Route Traffic Control Center (ARTCC), Combined Enroute Radar Approach Control (CERAP), and Terminal Radar Approach Control (TRACON) identification cards.

(8) Developing, preparing and procuring FAA Visitor Identification Cards.

(9) Certifying Federal Air Marshal and Special Agent Credentials.

6. RESPONSIBILITIES

The following officials are responsible for implementing the established standards and procedures pertaining to those media issued by them. Part of those responsibilities include ensuring that only those personnel that meet the technical qualifications, as listed in their respective directives, are issued the appropriate identification media. The following officials have responsibilities for the listed identification media:

a. The Assistant Administrator for Airports, (ARP–1), is responsible for the design, procurement, and issuance, of the Airport Safety Inspector's Credential, FAA FORM 5280-5, and for its accountability in accordance with provisions of FAA Order 5280.4, Airport Certification Safety Inspector's Credentials.

b. The Associate Administrator for Regulation and Certification, (AVR-1), through the Flight Standards Service, (AFS-1) is responsible for the design, procurement, and issuance of the Aviation Safety Inspector's Credential and the Air Operations Area Access Identification Card, and for their accountability in accordance with provisions of FAA Order 8000.38, Aviation Safety Inspector's Credential, FAA Form 110A; Use of FAA Form 8430-13, Request for Access to Aircraft, and FAA Form 8000-39, Air Operations Area Access I.D. Card.

c. The Director, Office of Civil Rights (ACR-1), is responsible for the design, procurement, issuance, and accountability of the Civil Rights Representative Credential, FAA Form 1400-1, in accordance with FAA Order 1400.8, Equal Opportunity in FAA Employment. ACR-1 is the certifying official for this credential.

d. The Director, Office of Air Traffic System Effectiveness, (ATH-1), is responsible for the design, procurement, issuance, and accountability of the Air Traffic Evaluation Credential FAA Form 7010-2 and other identification media. The certifying official is the Associate Administrator for Air Traffic.

e. The Director, Office of Accident Investigation, (AAI-1), is responsible for the design, procurement, issuance, and accountability of the Aviation Safety Investigator's Badge and FAA Form 8000-36, the Aviation Safety Investigator's Credential. This is accomplished in accordance with FAA Order 8000.61, Aviation Safety Investigator's Badge and Credential. The certifying official is the AOA-1.

f. The Associate Administrator for Human Resource Management, (AHR-1), is responsible for the procurement and issuance of DOT Form 1681.2, Retiree Identification Card.

g. The Federal Air Surgeon, (AAM-1), is responsible for the design, procurement, accountability, and issuance of FAA Form 8520-4, Aviation Medical Examiner Identification Card, in accordance with provisions of FAA Order 8520.2, Aviation Medical Examiner System. The certifying official is the Director, Civil Aeromedical Institute, AAM-3.

h. Regional Administrators and Center Directors are responsible for implementation of this directive within their respective areas of jurisdiction.

i. Managers of Civil Aviation Security Divisions and Staffs are responsible for requesting, processing, and recovering Special Agent credentials and badges issued to their regional personnel. They are also responsible for processing DOT F 1681.1.3 for all regional personnel.

j. Employees. Employees, shall include for the purposes of this paragraph, consultants and contractors. With few exceptions employees will be issued at the maximum one identification card and one credential. Employees shall:

(1) Thoroughly read any receipts they may be requested to sign, indicating their acceptance of identification media issued to them. Sample given in appendix 2.

(2) Have their issued Identification Card and any other FAA required media in their possession at all times while on Government property or while performing official Government business.

(3) Use their issued credential for official purposes only, and in the manner consistent with the corresponding directive which authorizes its issuance.

(4) Safeguard their issued identification card and/or credentials at all times.

(5) Display their issued identification card or credential whenever requested to do so. The request could be made by FAA management, FAA security personnel, security guards at the various facilities, or any law enforcement officer.

(6) Surrender their DOT/FAA issued identification media in accordance with paragraph 209.

(7) Surrender their FAA issued credential in accordance with the corresponding directive which authorized its issuance and in accordance with paragraph 209.

(8) Report to the servicing security element the loss, theft, damage or destruction of their DOT/FAA issued identification media in accordance with paragraphs 206, 207, and 208.

(9) Report any known or suspected misuse or alteration of FAA identification media to the servicing security element. Suspected misuse or alteration of a credential will be reported to the servicing security element as well as the issuing office.

7. DEFINITIONS

a. Authorizing Official. An individual, occupying the position of branch manager, an equivalent position, or higher level official; having supervisory responsibility over the individual, who is applying for an identification card or credential. Specific individuals in the Human Resources management divisions who are responsible for processing newly hired employees may be designated as authorizing officials for the purpose of requesting the Civilian Identification Card, DOT F 1681.1.3. The signature of the authorizing official is required on FAA Form 1600-14, Identification Card/Credential Application.

b. Badge. A distinctive device worn or carried as a symbol of authority.

c. Certifying Authorities. Individuals designated in specific directives as having the authority to sign identification media. Those officials located at national headquarters will submit samples of their signature, which will be kept on file, to the Assistant Administrator for Civil Aviation Security, ACS-1, ATTN: ACO-1. (see Appendix 3). Those certifying officials located at the Regional Administrator or Center Director level will submit sample signatures to their servicing security element.

d. Credentials. A form of personal recognition which carries with it a stated right to exercise a certain authority.

e. Identification Card. A form of personal recognition issued to identify current or former DOT/FAA employees, current contractors, military liaison officers or other similarly authorized individuals.

f. Identification Media. Term which encompasses all forms of personal identification including but not limited to, identification cards, credentials and badges.

g. Servicing Security Element. In the regions and at the Aeronautical Center this refers to the AXX-700 Divisions. At the Technical Center this refers to the Civil Aviation Security Staff, ACT-8. At headquarters this refers to ACO-300.

8. FORMS

a. FAA Form 1600-14, Identification Card/Credential Application, NSN 0052-049-4002 is available from the FAA Depot and DOT warehouses. Unit of issue is the sheet. Contractors may either use FAA Form 1600-14, or DOT F 1681, when applying for an identification card. This form is used as the application, description, and accountability for all FAA Identification Media. Once completed, this form is considered to be incorporated into the Privacy Act System of Records in accordance with provisions of FAA Order 1280.1, Protecting Privacy of Information About Individuals, and must be afforded the protection mandated by that order.

b. The forms listed below are available through the Office of Operations, ACO-1, specifically through the Investigations and Security Division, ACO-300, ATTN: ACO-320. These forms may be ordered only by the Region/Center security Division/Staff. Unit of issue is the sheet. Those forms marked with an asterisk (*) require a minimum of 60 days for production and delivery once the order is received by ACO-300.

(1) Regular DOT/FAA Civilian Identification Card, DOT Form 1681.1.3.

(2) Temporary Identification Card, DOT Form, 1681.3.

(3) Contractor Identification Card, DOT Form 1681.4.

(4) Executive Credential, DOT Form 1682.3.

(5) ARTCC Picture Identification Card, blue border, FAA Form 1600-38(*).

(6) CERAP Picture Identification Card, brown border, FAA Form 1600-39(*).

(7) Aeronautical Center Picture Identification Card, black border, FAA Form 1600-40(*).

(8) Visitor Identification Card, orange, FAA Form 1600-50(*).

c. The Retiree Identification Card, DOT Form 1681.2, is not available through normal supply channels. The DOT Office of Security, M-70, is the source of supply for this form. Within FAA, the Human Resource Management Division, Employee Relations and Career Development Branch, AHR-140, is responsible for FAA-wide distribution of these forms.

d. The procedures pertaining to the availability of other identification media may be found in their respective directives.

9. AUTHORIZED IDENTIFICATION MEDIA

a. Only those DOT/FAA identification media described in this order are specifically authorized for use throughout the FAA. Regions and Centers may not issue special identification cards or identification media without appropriate coordination as required by this order.

b. A locally devised coding system established by the servicing security element for use on regular DOT/FAA Civilian Identification Cards, is authorized provided the coding is for the purpose of meeting a unique physical security access requirement at a FAA facility, and has been coordinated, per this order, with the Assistant Administrator for Civil Aviation Security. No other modification of these identification media is authorized.

c. Badges, miniature emblems, ribbons, etc., will not be affixed to any DOT/FAA identification media.

10. APPROVAL OF NEW OR CHANGES TO EXISTING IDENTIFICATION MEDIA

a. The use of each form of identification media in a region or center shall be prescribed in a directive generated in accordance with provisions of FAA Order 1320.1, FAA Directives System. The primary office of interest will forward a copy of the directive to the Civil Aviation Security Office of Policy and Planning, ACP-1, ATTN: ACP-100.

b. All proposals for development of any form of identification media which is designed for utilization by employees of, or individuals associated with, the FAA shall be transmitted with appropriate justification, and a copy of the draft promulgating directive to the Assistant Administrator for Civil Aviation Security, ACS-1, ATTN: ACO-300, for coordination with and approval by the OST Office of Security, M-70. DOT Order 1365.1, Department of Transportation Graphic Standards, shall be complied with in the design of new identification media.

c. Except as provided for in paragraph 10b, of this order, any changes in the design, procurement, issuance, accountability, and/or control procedures for approved DOT/FAA identification media shall be coordinated with ACO-300 prior to implementation.

11. PRIVACY ACT SYSTEM OF RECORDS

All forms of identification media addressed in this order are covered under a published system of records in the ***Federal Register***, DOT/OST 018, entitled: Identification Media Records System. Pursuant to the requirements of the Privacy Act Record System DOT/OST, all identification media applications and identification cards shall be accorded appropriate protection.

a. DOT/FAA Identification Cards. Due to the Privacy Act information contained on the back side of the "pink" card each card shall be handled in the appropriate manner.

(1) When the employee is housed in the same building or in close proximity, each employee is expected to personally pick up his or her own card.

(2) When distance is involved, the cards may be sent via U.S. mail, return receipt requested, to addressee only.

(3) Delivery by courier is acceptable. Couriers may be other FAA employees. When this option is used the media shall be placed, by the issuing office, in a sealed package to conceal the Privacy Act information.

12. thru 199. RESERVED.

CHAPTER 2. PROCEDURES

200. GENERAL

This chapter establishes procedures which govern all forms of DOT/FAA identification media issued to FAA employees, visitors and contractors.

201. REQUIREMENT

Each FAA employee, and contractor employee, shall be issued an appropriate form of approved DOT/FAA identification media.

202. APPLICATION

All requests and approvals for identification media, except as specified in this order or other applicable directives, shall be made on FAA Form 1600-14, Identification Card/Credential Application. Upon termination of an employee or other circumstance as a result of which retention is no longer required, this form shall be disposed of in accordance with FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

203. CERTIFICATION OF IDENTIFICATION MEDIA

All identification media except the Retiree Identification Card, DOT F 1681.2, require the signature of a Certifying Authority as indicated in this paragraph. Servicing security elements shall maintain the names and specimen signatures of authorized Certifying Authorities within their area of responsibility.

a. Certifying Authorities for FAA credentials listed in paragraph 6, shall be the Assistant or Associate Administrator or Director of the office or service concerned. At the national headquarters level, as changes in Certifying Authorities occur, those changes will be provided to the Office of Civil Aviation Security Operations, ACO-1, ATTN: ACO-300, within 30 calendar days.

b. Regional Administrators and Center Directors shall designate in the appropriate directives those persons whom they appoint as Certifying Authorities. Those designated persons will sign credentials, for those non-straightlined offices having credentials, within the regions or centers. A copy of the promulgated directive will be provided to the serving security element, along with a sample signature form. (See appendix 3.)

204. AUTHORIZING OFFICIALS

a. Designation. Authorizing Officials as provided for in paragraph 7, will be designated in writing. All issuing offices are responsible for maintaining a list of those Authorizing Officials eligible to sign FAA Form 1600-14. By his or her signature, the Authorizing Official certifies that he or she is satisfied that the application covers a bona fide employee or person otherwise entitled to the identification media being requested.

b. Contractors. Authorizing Officials for contractor identification cards will be either the Contracting Officer, the Contracting Officer's Technical Representative, or a designated individual in the servicing security element.

c. Employees. It is recommended that within each region and center, and at national headquarters, a listing of those persons designated as Authorizing Officials, for each identification media issued, along with specimen signatures, be kept by the appropriate Certifying Authority.

d. Number of Officials. It is further recommended that the number of authorizing officials be kept to a minimum. For example, those offices that are straightlined should have one authorizing official and one alternate at each regional office.

205. COUNTERFEITING, MISUSE OR ALTERATION

Identification media issued by the FAA remains the property of DOT/FAA and is issued for official purposes and identification only. Improper use, possession, counterfeiting or alteration is subject to penalties under Title 18, United States Code 499, 506 and 701, as well as FAA administrative and disciplinary actions.

206. LOSS OR THEFT

Personnel issued any form of DOT/FAA identification media will exercise care in protecting their integrity and will safeguard against loss or theft.

a. Notification. In the event of loss or theft of any form of DOT/FAA identification media other than the Retiree Identification Card, DOT F 1681.2, the holder, through appropriate channels, will notify the issuing office in writing within 48 hours of the detected theft or loss. An information copy will be forwarded to the servicing security element. At national headquarters, notification will be to ACO-300, using DOT Form 1660.6, Incident Report, or memorandum. This is in addition to what the holder may be required to do per his/her office, or specific directive.

(1) Security personnel shall ensure that all appropriate parties are notified of the lost or stolen credential. A statement indicating, in general terms, the authority granted by the credential and where an attempted presentation may occur. A partial list is given in appendix 4. This list is not intended to be all inclusive and the involved security office

shall enlist the assistance of the local FAA entity losing the credential, for any other agencies they feel should be notified.

b. Events. The notification will include all known circumstances surrounding the loss or theft and any subsequent actions taken or underway to locate or recover the identification media.

c. Recovery. Any subsequent recovery of identification media shall be reported promptly to the issuing office with subsequent notification to the servicing security element.

d. Replacement. In the event an identification card or credential is lost or stolen, and after receipt of report of same, a replacement may be issued. When this happens, it should be noted on the reverse side of the application card that the reissue is due to loss or theft, and the applicant should acknowledge receiving the replacement card. A new application shall be completed and stapled to the old application card.

207. DAMAGED OR EXCESSIVELY WORN IDENTIFICATION MEDIA

Replacement of damaged or excessively worn DOT/FAA identification media will be made after the return of the old identification media to the issuing office. Damaged or worn media found to result from substandard or defective materials should be reported to ACO-300, ATTN: ACO-320.

208. DESTRUCTION OF RECOVERED IDENTIFICATION MEDIA

a. Destruction. Damaged blank stocks, mutilated identification media, and recovered identification media which is no longer valid, will be destroyed by mutilation to the point where no piece is larger than 1/4 of an inch. Destruction shall be accomplished by the issuing office in accordance with procedures in FAA Order 1350.15.

b. Other Office Media. Recovered or returned identification media accountable to other than the recovering activity will be forwarded intact to the issuing office for disposition.

209. SURRENDER OF IDENTIFICATION MEDIA

a. Employee Return. All types of identification media except the Retiree Identification Card, shall be surrendered to the issuing office when an employee terminates his/her employment from the FAA or transfers to another modal agency under the DOT. Application cards and identification media recovered from terminating employees will be destroyed and any appropriate internal records will be so noted.

b. Office Procedures. Offices responsible for issuing identification media shall establish appropriate procedures to ensure recovery of issued identification media under any of the following circumstances:

(1) Issuance of revised identification media.

(2) Termination of employment, including retirement.

(3) Transfer to another DOT element or assignment to the International Civil Aviation Organization.

(4) Extended leave or absence; for example, a 30-day leave without pay (LWOP) would be too much time out for ensuring the surrender and return of an identification card.

(5) Termination of commitment of contractors, consultants, or in the case of military personnel, termination of assignment.

(6) Demand of certifying or issuing offices, or FAA security personnel.

c. Employee Separation. When a holder of any type of DOT/FAA identification media other than the Retiree Identification Card, separates from the FAA, the final pay check shall not be released until the issued form of identification media has been surrendered and has been properly accounted for by the issuing office.

d. Employee Death. In the event of the death of the holder of DOT/FAA identification media, excluding retirees, the first line supervisor or other responsible official shall make a reasonable effort to recover the identification media and return it to the issuing office for final disposition.

210. ACCOUNTABILITY

a. Bulk Requests. Requests for bulk stocks of Identification Cards in the DOT F 1681._ Series, from FAA servicing security elements shall be submitted in writing to ACO-300, ATTN: ACO-320, for submission to the Office of Security, OST. Requests will include the following information:

(1) Name and address of requesting official.

(2) Number and type of identification media requested.

(3) Authority justification for request of official credentials, security badges, or any other type of credential.

(4) Special mailing/handling instructions, i.e., name of person to receive items.

b. Control Form. Under the provisions of DOT Order 1680.3, issue of bulk stocks of Identification Cards in the DOT F 1681._ Series will be controlled by the Office of Security, OST on DOT Form 1680.3, Accountable Material Receipt. This form will be completed by the issuing office

Receipt. This form will be completed by the issuing office and sent under separate cover from the identification media. The form will be returned to the issuing office within five days of receipt. The actual blank stocks of identification cards will be sent to the requesting office by Certified Mail, return receipt requested.

c. Requesting Office. FAA Identification Cards in the 1600. series may be requested only by Region/Center Civil Aviation Security Divisions and Staff from ACO-300, ATTN: ACO-320.

d. Accountability. Accountability for identification media is the responsibility of the issuing office. It is recommended that issuing offices maintain an internal numerical record of any form of identification media issued. This record should be kept in addition to the application Form 1600-14, in the event that there is a question regarding a particular number. The record may also be used for statistical purposes. This record should reflect, at a minimum, the following information:

(1) The serial number of the identification media.

(2) Name and office of person to whom assigned.

(3) Date of issuance.

(4) Date of destruction when applicable.

e. Files. FAA Form 1600-14 shall be filed alphabetically. It is recommended that it be cross-referenced to a manual or automated numerical log of issued identification media.

f. Transfer of Media. When a holder of DOT/FAA identification media is transferred within FAA and has a continuing need for the issued identification media, the following action will be taken:

(1) when the transfer is within one region a notation, under the official station block, will be made.

(2) when the transfer is to another region, the DOT F 1681 or FAA 1600.14 records for that particular media shall be sent via registered mail, return receipt requested, to the issuing office of the gaining organization.

211. SAFEGUARDING REQUIREMENTS

a. Storage of Blanks. Blank stocks of identification media will be stored, at a minimum, in a General Services Administration (GSA) approved security container with a Group 1R, built-in, changeable, three position, dial-type combination lock. Combinations will be changed and controlled in accordance with provisions of FAA Order 1600.2, National Security Information.

b. Storage of Negatives. Camera copy and negatives shall be secured in the same manner prescribed for blank stocks in subparagraph a., above. Care shall be taken to ensure the recovery of any negatives and camera copy subsequent to printing of any identification media covered by this order. This responsibility will be assigned in the related FAA directive.

212. TRANSMISSION REQUIREMENTS

a. Credentials. All FAA issued credentials shall be transmitted by registered mail, return receipt requested. It is strongly recommended that the employee being assigned the credential be required to sign the return receipt. This is to protect the authority decreed upon the person who presents the credential.

b. Blank or Bulk. Any form of bulk or blank identification media transmitted by FAA elements shall be sent by United States registered mail, return receipt requested, or any commercial delivery service which has continuous accountability and control procedures equivalent to those of the U.S. Post Office.

213. PHOTOGRAPHY FOR IDENTIFICATION MEDIA

a. General.

(1) Two photographs will accompany each application for any form of identification media.

(2) The photographs utilized on DOT/FAA identification media must have been taken within the last six months and provide a reasonable likeness of the bearer. In order to achieve an acceptable quality photograph, the following will apply:

(a) Color photographs will be used. Retouching or other alterations to the photographs will not be permitted.

(b) Finished photographs must not exceed 1-3/8 inches along the bottom edge, and not more than 1-3/4 inches in height. The distance from the chin to the top of the subject's head will not be less than 1 inch nor more than 1-3/8 inches.

(c) The subject will be photographed at eye level. The full face of the subject will be included in the photograph. Leave approximately 1/16 inch of space between the top of the head and the top edge of the photograph.

(3) Photographs submitted with Identification Card/Credential Application, DOT Form 1681, or FAA Form 1600-14, from outside the issuing office will be signed on the back by the applicant.

(4) Improperly prepared photographs will not be accepted by the issuing office and such photographs, along with their applications, will be returned to the requestor.

(5) One photograph will be affixed to the identification media by the issuing office. The remaining photograph will be affixed to the DOT Form 1681, or FAA Form 1600-14, to be used in the event of loss or theft. Should additional photographs be submitted, they will be affixed to the back of the application card.

b. Arrangements for Photography.

(1) Arrangements have been made with the Office of Security, OST, to take all photographs for Civilian Identification Cards, and Contractor Identification Cards, assigned to FAA national headquarters.

(2) It will be the responsibility of FAA issuing offices located in the regions and centers to arrange for photographs to be taken, on a routine basis, for their regional/center employees or contractors.

214. IDENTIFICATION CARD/CREDENTIAL APPLICATION

a. General. Form DOT F 1681, or Form FAA 1600-14, Identification Card/Credential Application, must be completed prior to issuance of any form of DOT/FAA identification media except passports. If this form is not completed with all appropriate information, the identification card, credential, etc., will not be issued. This paragraph provides instructions for completing the DOT F 1681 or the FAA 1600-14 forms. (see appendix 1).

b. Applicants.

(1) Will complete all information which applies to them. The information must be typed or neatly printed in blue or black ink. After completion, the applicant will sign the application.

(2) After the application has been completed, it should then be taken to the appropriate Authorizing Official for signature.

c. Authorizing Officials.

(1) Ensure that all areas are correct and complete.

(2) Mark on the reverse side of the application the type of identification required by the applicant. If the application if for a temporary identification card or a contractor identification card, the expiration date must be noted on the front of the card. (NOTE: If there is no expiration date shown on the application it will not be accepted.)

(3) Sign the application card in the appropriate block. (NOTE: It is recommended that specimen signatures be on file with the Certifying Authority for an application card to be accepted.)

(4) The application will then be taken or forwarded to the issuing office for processing of the identification card, or credential.

d. Issuing Office.

(1) Review the application for completeness. All applications not completed correctly or lacking an Authorizing Official's signature will not be accepted.

(2) Type the appropriate identification card or credential using the information given on the application.

(3) The applicant will then sign the appropriate identification form and the issuing office will attach one of the photographs provided. After the Certifying Authority block has been completed, the identification media will then be laminated. Unlaminated and untyped identification media will not be accepted. The remaining photograph will be placed on the application card (DOT F 1681/FAA 1600-14).

(4) The application will then be given to the applicant who will acknowledge receipt of the completed identification card or credential by signing the "Date Received" and "Received By" blocks on the reverse side of the application.

(5) The application card (DOT F 1681/FAA 1600-14) will remain in the administrative files of the issuing office until transfer of the applicant within FAA or termination. If an employee transfers within FAA, he/she may retain his/her identification card if arrangements are made between the issuing office and the gaining issuing office. The application card is forwarded to the issuing office gaining the employee.

(6) Identification cards will be surrendered to the issuing office when an employee terminates his/her employment with the FAA or transfers to another element of FAA unless other arrangements have been made. Application cards and identification media recovered from terminating employees will be destroyed per FAA Order 1350.15 and any appropriate internal records will be so noted.

215. REISSUANCE OF IDENTIFICATION MEDIA

a. Conditions. Identification media shall be reissued when any of the following conditions exist:

(1) Name change of holder.

(2) Loss or theft of media.

(3) Mutilation of media, or when it is judged to be in an unserviceable condition.

(4) Changes in personal appearance which seriously impair the identification of the holder.

(5) Expiration of card.

b. Application Cards. When identification cards are reissued due to expiration of the initial card or name change, a new application shall be completed. Applicants shall turn in the old identification media before a new one is issued.

216. thru 299. RESERVED.

CHAPTER 3. IDENTIFICATION CARDS, BADGES, AND CREDENTIALS

300. IDENTIFICATION CARDS

The following list identifies the identification cards utilized in the FAA:

a. Civilian Identification Card, DOT F 1681.1, Series. This identification card will be issued to all civilian career and career-conditional employees appointed for a period of one year or more. It is issued to DOT/FAA employees for their official identification only. The card will have a serial number and an expiration date. The expiration date is five years from the date of issuance. Identification cards issued by the previously used Form DOT 1600.1.3 (6-73) will expire on February 2, 1994 and should be renewed prior to the expiration date.

b. Temporary Identification Card, DOT F 1681.3. This identification card will be issued to any temporary DOT/FAA employee appointed for a period of less than one year. The expiration date for this card will be no more than one year from the date of appointment.

c. Contractor Identification Cards, DOT F 1681.4. Contractor Identification Cards may be issued to DOT/FAA contractor employees when required for identification at a particular worksite on a regular basis. Contractors intermittently visiting a DOT/FAA building or facility will not be issued a Contractor Identification Card. These identification cards are issued to contractor employees for official identification only and convey no official status beyond that contained in their contractual agreement with DOT/FAA. The expiration date for this identification card will be September 30th of each year unless otherwise specified (i.e. the card may be issued for the period of the contract, provided it is not more than three years).

d. ARTCC Picture Identification Card, blue border, FAA Form 1600.38.

e. CERAP Picture Identification Card, brown border, FAA Form 1600-39.

f. Aeronautical Center Picture Identification Card, black border, FAA Form 1600-40.

g. Visitor Identification Card, orange, FAA Form 1600-50.

h. Aeronautical Center Picture Identification Card, pink border, FAA Form 1600-55.

i. Aviation Medical Examiner's Identification Card, FAA Form 8520-4. FAA Order 8520.2D, Aviation Medical Examiner System.

301. OFFICIAL CREDENTIALS AND BADGES

The identification media listed below are used to support FAA operations and missions. The order cited with each credential provides detailed guidance with respect to qualifications required for each and procedures for its issuance and control.

a. Those elements listed under paragraph 6, Responsibilities for Identification Media.

b. Executive Credentials, DOT F 1682, Series. DOT Order 1680.3, Identification Cards, Official Credentials and Passports. The Director and Deputy Director, Office of Security, M-70, OST, are the only designated Certifying Authorities for all Executive Credentials. Executive Credentials shall be issued in lieu of the Civilian Identification Card, DOT F 1681.1, Series, to individuals occupying the following positions:

(1) Administrators

(2) Deputy Administrators

(3) Executive Directors

(4) Associate Administrators

(5) Assistant Administrators

(6) Chief Counsel

(7) Office and Service Directors and Deputies.

302. PREVIOUSLY ISSUED IDENTIFICATION MEDIA AND CREDENTIALS

a. Grandfathered Forms. Any Executive or Official Credential previously issued under DOT Form Numbers 1600.2-2.14 and 1630.34-35.15 will still be accepted under this order. These credentials may continue to be used until the determination is made that the credential should be reissued or until the holder no longer has a need to retain the credential.

b. Current Forms. Regular Identification Card, DOT Form 1600.1.3, will be accepted until its expiration on February 2, 1994.

303. Retiree Identification Card, DOT F 1681.2.

a. Eligibility. This card will be issued to civilian employees of DOT/FAA who retire from Federal service on an immediate annuity. The Retiree Identification Card is issued solely for the purpose of personal identification and will not be used or accepted in lieu of any employee or contractor identification card or credential. Persons who transfer from the DOT/FAA to another department or agency

are not eligible to receive a Retiree Identification Card even though they have the necessary length of service or age to qualify for an immediate annuity.

b. Issuance. Upon receipt of an SF-2801, Application for retirement, the processing personnel office shall determine whether or not the individual wishes a retiree card. The card is not mandatory and it can be issued upon request after retirement, with reasonable verification of identity. If an employee or retired employee desires a card, the personnel office shall type the entries on the card, arrange to have the employee sign it, and forward the card with a photograph to the servicing security element for lamination. The card will be returned to the personnel office for issuance.

c. Accountability. Upon issuance the card becomes the personal property of the individual. Accordingly, there are no requirements to maintain any accountability controls.

304. THRU 399. RESERVED.

CHAPTER 4. CIVIL AVIATION SECURITY SPECIAL AGENT CREDENTIALS AND BADGE

400. GENERAL

The authority to receive evidence, examine witnesses, and administer, but not compel, oaths or affirmations at any place within the jurisdictions of the U.S. in connection with investigations conducted in accordance with provisions of the Federal Aviation Act of 1958, as amended, is delegated to each FAA employee who possesses a valid credential identifying him or her as a Special Agent. FAA Forms 1600-24 and 1600-24-1 comprise the Special Agent Credential. The special agent badge supplements the credential.

401. FORMS

a. Application Form. FAA Form 1600-14, Identification Card/Credential Application, is obtained through normal distribution, and will be used for application of the Civil Aviation Security (CAS), Special Agent Credential.

b. Special Agent Credential. FAA Forms 1600-24 and 1600-24-1, Special Agent Credential, are stocked and controlled by ACO-300. Managers of region and center Civil Aviation Security Divisions and Staffs may obtain a supply of FAA Forms 1600-24-1 by submitting a request in writing to ACO-1, ATTN: ACO-300.

402. ELIGIBILITY CRITERIA

a. Duty Assignment. The credential and badge shall be issued only to FAA security element employees who are assigned responsibility by position description for engaging in one or more of the work activities outlined in FAA Order 1650.7, Civil Aviation Security Program Guidelines. The employee must engage in the work assignment(s) to the extent that authority is required in official duties to conduct criminal or similar critical regulatory or personnel investigations and inspections for FAA pursuant to Title III and Section 1002(b) of the Federal Aviation Act of 1958, as amended.

b. Training. These employees either shall have successfully completed the Civil Aviation Security Investigations Course 00021, and/or the Security and Inspections and Records Course 00032, or anticipate completion of these courses within 18 months of application for issuance of a credential and badge.

c. Requesting Official. The requesting official will normally be the manager of the security element to which the individual is assigned. The manager signs FAA Form 1600-14, in the Credential Justification Block, to certify that the applicant needs credentials and badge for duties as described in paragraph 402 above.

403. USE OF THE SPECIAL AGENT BADGE AND CREDENTIAL

a. Official Duties. The badge and credential will be used in the performance of official duties as a symbol of authority to conduct specifically assigned criminal or similar critical regulatory or personnel investigations and inspections for the FAA pursuant to Title III and Section 1002(b) of the Federal Aviation Act of 1958, as amended.

b. Agent Responsibilities. Each special agent shall comply with the elements of paragraph 6.j.

(1) As a representative of the Assistant Administrator for Civil Aviation Security each agent must remain cognizant, of the fact, that the rest of the FAA views him/her as a professional security specialist. It is expected that each agent will take extraordinary efforts to maintain the integrity and security of his/her Special Agent Credentials.

404. APPLICATION PROCEDURES

When requesting Special Agent credentials and/or badges regional and center Civil Aviation Security Divisions shall use the following procedures:

a. Form. See paragraph 401.

b. Photograph. See paragraph 213.

(2) The second photograph (which is to be mounted on the FAA Form 1600-24-1) shall have the applicant's name lightly penciled on the back of the photograph and be attached with a paper clip, not stapled, to the FAA Form 1600-14.

c. Signatures. The applicant will sign the FAA Form 1600-24-1 in the space provided. NOTE: A supply of these forms shall be maintained by each security element.

405. TRANSMITTAL OF CREDENTIALS AND BADGES.

FAA Forms 1600-24, and 1600-24-1 as well as the badge and case shall be transmitted by ACO-320 to the requesting office by U.S. registered mail, return receipt requested, or a commercial delivery service that provides continuous signature accountability and physical control comparable to that of U.S. registered mail.

406. ACCOUNTABILITY AND CONTROL OF CREDENTIALS AND BADGES

ACO-300 accounts for credentials and badges issued by means of periodic inventory and by maintaining a file of current FAA Forms 1600-14. In order to ensure that the accountability and control procedures are effective the following requirements apply:

a. Termination of Special Agent. When a special agent is terminated or otherwise becomes ineligible to retain the issued badge and credentials, the manager of the responsible Civil Aviation Security Division or Staff will ensure that:

(1) The badge and credentials are promptly returned to ACO-300, ATTN: ACO-320, by registered mail, return receipt requested, within calendar 30 days of final action.

(2) At the time the badge and credentials are transmitted, a memorandum signed by the manager is included with the items to explain the reason why they are being returned.

b. Transfer of a Special Agent. When a special agent who has been issued Special Agent Credentials and Badge transfers to another FAA security element outside of the assigned region, center, or headquarters, the credentials and badge are not transferred without appropriate notification and verification. The following action will be taken:

(1) The manager of the gaining security element must advise ACO-300 of the receipt of the special agent and verify that he/she is in possession of the assigned Special Agent Credentials and Badge at the time he/she reports for duty. This notification must be made within 15 calendar days from the entered on duty date, at the gaining region.

(2) Upon receipt of this information ACO-300 records will be annotated accordingly.

(b) A FAA Form 1600.14 that is complete except for the signature of the applicant and the attachment of the photograph shall accompany the request. The Date of Application block of the FAA Form 1600.14 shall include the notation "transfer" and the date of transfer.

(c) When ACO-1 approves the transfer of the credentials and badge, ACO-300 will notify the manager of both the losing and the gaining security elements.

(d) If ACO-1 approval for the transfer is not granted, the credentials and badge will be returned to ACO-300, ATTN: ACO-320, in accordance with the provisions of this order.

407. REPORTING LOSS OR THEFT

a. General Requirement. When credentials or badges are lost, or stolen, the holder shall without delay verbally notify his or her immediate supervisor. If the item(s) are not found within 24 hours, the manager of the region/center Civil Aviation Security Division or Staff will be notified. The manager will verbally notify ACO-1 the next duty day. This verbal notification shall be followed by a written, detailed administrative inquiry concerning the circumstances surrounding the loss or theft and the actions taken to recover the items. The results of the administrative inquiry shall be provided to ACO-1 within five working days from the time of the initial report of theft or loss. The report will include as a minimum the following information:

(1) Basis for the inquiry.

(2) Actions taken in connection with the inquiry

(3) Facts concerning the loss or theft

(4) Discussion

(5) Conclusions

(6) Recommendations

(7) Signature and title of the individual conducting the inquiry.

(8) Attachments

(9) Signature of the manager of the region or center Civil Aviation Security Division or Staff.

b. Other Agency Notification. Upon being advised that credentials and/or badge has been lost or stolen, the responsible security element manager shall issue a security bulletin reporting the loss or theft to appropriate law enforcement, Government, airport, and air carrier authorities with an information copy to ACO-1. (See appendix 4.)

NOTE: In the event the lost or stolen items are recovered, the responsible security manager will notify those agencies which previously were notified of the loss or theft.

408. REPLACEMENT OF LOST OR STOLEN CAS CREDENTIALS AND BADGES

a. General. In the event of loss or theft of credentials and/or badge, a replacement of credentials and badge will not be issued for a period of 30 days to allow sufficient time for possible recovery. A formal request for reissuance from the manager of the appropriate Civil Aviation Security Division or Staff to ACO-1 will be required.

b. Negligence. In the event that the administrative inquiry results in a finding that the loss or theft was due to negligence on the part of the special agent concerned issuance of replacement credentials and badge will require a formal

request from the manager of the appropriate Civil Aviation Security Division or Staff, and in addition, the following shall apply:

(1) The first time that a special agent as a result of negligence on his or her part loses his or her credentials and/or badge, or for the same reason has the credentials and/or badge stolen, the individual will be required to pay for the cost of the replacement items.

(2) In the event of a second occurrence of loss or theft of credentials and/or badge due to the negligence of the holder, the special agent will be required to pay for the cost of any replacement items, and will be given an official Letter of Reprimand which will be placed in his or her Official Personnel File (OPF), and will remain in the OPF in accordance with FAA Order 3750.4, Conduct and Discipline.

(3) The third occurrence of the loss or theft of credentials or badge due to negligence will require that the special agent pay for the cost of replacement items if issued. The special agent will be disciplined, up to and including possible dismissal or transfer.

409. REPLACEMENT OF MUTILATED CREDENTIALS AND/OR BADGES

a. Credentials and Badge. The holder of the credentials and badge will follow the same procedure described in paragraph 404, of this order for initial issue of credential and badge. In addition, the following shall apply:

(1) The application for the replacement credentials shall be accompanied by a memorandum from the manager of the appropriate Civil Aviation Security Division or Staff stating the reason for the request.

(2) The application shall be signed and accompanied by the mutilated credentials and/or badge.

b. Credential Case. In the event of mutilation or severe damage to the issued credential case the region/center Civil Aviation Security Division or Staff, should submit a request to ACO-300, ATTN: ACO-320, for a replacement case.

410. MISUSE OF CREDENTIALS AND/OR BADGE

Any report of actual or alleged misuse of credentials or badge shall be verbally communicated by the manager of the Civil Aviation Security Division or Staff concerned, to ACO-1 within 24 hours of the time of receipt. The following additional actions shall be taken:

a. The security manager submitting the report shall initiate an official investigation into the matter under the provisions of Order 1600.20, The Civil Aviation Security Investigations Handbook.

b. The investigation shall be completed within 60 days. Per Order 1600.20 a copy of the written report will be provided to ACO-1.

411. THRU 499. RESERVED.

CHAPTER 5. PASSPORTS AND VISAS

500. DESCRIPTION AND USE

a. Official Passports. Official passports are no-fee passports issued to officials or employees of the United States Government who are proceeding abroad on temporary duty travel in the discharge of their official duties. An official passports is normally valid for a period of five (5) years from the date of issue, as long as the bearer maintains an official status.

(1) Diplomatic passports are issued to employees and family members who are assigned abroad for two-year tours of duty.

(2) Washington, D.C., area. Travelers in the Washington, D.C. area may apply for passports in the Department of Transportation, Office of Security, OST, Passport Services, M-73, telephone number—(202) 366-4679.

(3) Other Areas. Travelers applying for passports in other locales must appear before a Department of State Passport Agent, a clerk of a Federal or State court who is authorized to accept passport applications, or a postal employee designated by the postmaster at a post office which has been selected to accept passport applications. Department of State passport agents are located in Boston, Chicago, Honolulu, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco and Seattle.

b. Visas. Visas usually will be obtained for Headquarters and field office personnel through the Office of Security, OST. A request for a visa will be accompanied by the passport with necessary photographs, pertinent visa information (including dates and purpose of travel and countries to be visited), and completed visa application forms if needed. The visa request will be prepared by the Passport Services, Office of Security, (OST). For additional information and assistance, contact the Passport Services office.

501. Safeguarding.

Official passports will be secured when they are not being used for travel. Once issued, passports, if maintained in a government office, will be stored in GSA approved containers equipped with a three position changeable combination lock. If maintained elsewhere, bearers will ensure that their passports are secured under lock and key, at a minimum, when not on their person.

502. APPLICATIONS

Applicants must submit the following forms when applying for Passports and Visas:

a. Passport Application (original only), DSP-11, or Application for Passport by Mail, DSP-82, if eligible. Detailed instructions pertaining to filling out the application are located on the reverse side of the application form.

b. Request for Official Passport Action, DOT F 1500.7.

(1) An application submitted to the Passport Services, OST, will include an original and three copies of DOT F 1500.7.

(2) An application submitted directly to the DOT Passport Service, OST, by the field will include two copies of the DOT F 1500.7.

(3) All applications will include name, grade, title, organization, countries to be visited, purpose of travel, and approximate date of departure.

(4) DOT F 1500.7 will be signed by an authorized passport agent in the Passport Services, OST and should be submitted without any signatures.

c. FAA Form 1500.1, Official Foreign Travel Arrangements. This form will be submitted with the application by all FAA regional and center employees.

d. Photographs. Photographs will:

(1) Be submitted in duplicate.

(2) Be 2x2 inches in size, black and white or color.

(3) Taken less than six months prior to applying for the passport.

(4) Be clear, front view, full face, with a light, plain background.

e. Proof of Birth. Acceptable proof includes a previously issued passport or a birth certificate recorded before the individual's first birthday. The birth certificate must have a raised (embossed) seal and must contain the date the birth was recorded. CAUTION: A baptismal certificate or a copy of a birth certificate (without raised seal) does not constitute evidence of identity.

f. Evidence of Citizenship. Each passport application will be accompanied by evidence of citizenship for the applicant. The following documents may be considered, subject to the stated conditions, acceptable as evidence of U.S. Citizenship for passport purposes:

(1) A previous passport issued to the applicant, or in which the applicant was included.

(2) A birth certificate issued under the seal or other certification of the official custodian of such records of any U.S. State, Territory, Commonwealth or any of their subordinate jurisdictions.

(3) Certificate or Card of Identity and Registration, Forms FS-225 or FS-225A, issued by a U.S. Embassy or Consulate.

(4) An air crew member may submit the Crew Member Certificate as evidence of U.S. citizenship.

(5) A Certificate of Naturalization issued by the Immigration and Naturalization Service.

(6) Military personnel may use the "Military Register" if they are **commissioned** officers.

503. PROCESSING

a. Time Requirements. Passports and visas generally require a minimum processing time of 30 days; therefore, applications should be submitted at least 30 days prior to the scheduled travel.

b. Information Needed. All requests for Official Passport Action (DOT F 1500.7) will contain a complete mailing address, grade, title, and country of destination. Providing these data will avoid delays in processing of passports and/or visas.

c. Expeditious Handling. Passports needing expeditious handling may be requested by submitting a letter of justification stating why the application was not submitted in the normal processing time and urgency of business. This letter should be addressed to:

Department of State
Passport Office
1425 K Street, N.W.
Washington, D.C. 20520

504. REPORTING LOSS, THEFT, OR MUTILATION

a. The bearer will notify OST via M-73, the nearest passport agency, the U.S. Embassy, or Consulate, in writing of the loss and the circumstances surrounding it. If stolen, the bearer should report the theft to police authorities in the locale in which the theft occurred.

b. If replacement of a passport is needed, the bearer will submit a new DSP-64, Statement Regarding Lost or Stolen Passport, to the Passport/Visa Section, (M-73), or the nearest passport agency. The mutilation or unauthorized alteration of a passport may subject the bearer to penalties under Title 18 U.S. Code, Section 1543. The bearer who submits an altered or mutilated passport must submit a signed, detailed statement explaining the circumstances surrounding the alterations or mutilation of the passport.

505. DISPOSITION

All passports should be forwarded for cancellation to the Passport/Visa Section, OST, with a letter of explanation when employees no longer require the passports because of change in employment, or other reasons.

506. THRU 599. RESERVED.

CHAPTER 6. VEHICLE IDENTIFICATION MEDIA

600. GENERAL

This chapter establishes the basic requirements which shall be met at FAA facilities where control of all types of vehicular traffic is determined to be necessary as part of the overall facility security program. Those facilities with existing vehicle registration programs will amend their programs to meet these standards by January 1, 1997.

601. APPLICABILITY

The requirements covered in this chapter are intended to be applied to FAA facilities where the following conditions exist:

a. Authority. The facility has its own parking spaces that are under the supervision and control of the FAA.

b. Management Concerns. The facility manager shall determine whether or not to initiate the vehicle identification media program at his/her location. This determination may be based upon a perceived threat, volume of traffic, need to control certain types of vehicles, recommendations by the servicing security element, safety concerns, etc.

c. Physical Control Features. The facility has, or the facility manager is willing to provide, resources that are necessary to support a system of vehicle control. These would include for example: fencing, gate entry/exit points that are suitable for traffic control and electronic access controls or manned guard checkpoints that ensure the integrity of the system.

d. Administrative Concerns. The facility manager must be willing to provide the minimum administrative support requirements that are necessary to initiate and sustain effective vehicle control to include registration, issuance of decals, monitoring of expired media, etc.

602. REGISTRATION

Effective vehicle control for a facility environment requires that a system of registration be established to provide basic identifying data to the control office. This data then becomes the basis for issuance of the appropriate type of vehicle identification media. Registration also provides the means by which individual vehicles are identified to the system. Registration will normally be accomplished by the guard force for a large facility such as an Air Route Traffic Control Center, or, by designated administrative resources identified by the facility manager. The FAA Vehicle Registration Form will be utilized for registration. (see Appendix 5). The following procedures will apply:

a. Employee and Contractor Vehicles. All motor vehicles owned or operated by FAA employees and contractor personnel that require access to the FAA facility on a regular basis must be registered with the facility and issued an appropriate identification tag or decal. Registration of a vehicle will require that the FAA employee or contractor concerned should provide to the appropriate facility office the following information:

(1) Proof of employee or contractor status.

(2) Evidence of state vehicle registration.

(3) Presentation of a valid motor vehicle operator's license or permit.

(4) Certification that the vehicle is currently insured, in accordance with the laws of the state or municipality in which it is operated, and that the owner will ensure continued coverage.

(5) Certify that the vehicle has a current and valid state vehicle inspection, in those states or municipalities where such inspections are required, and that the owner will ensure continued compliance with inspection requirements.

b. Visitor's Vehicles. Visitors to FAA facilities will be required to register with the guard or security office in order to receive a temporary vehicle visitor pass authorizing entry to the facility. Information required from visitors will include the following data:

(1) Name of vehicle driver.

(2) Make/color of vehicle.

(3) License number.

(4) Proof of valid registration.

(5) Destination within the facility.

(6) Purpose of visit.

(7) Agency or firm which visitors are from.

(8) Time in and out of the facility.

c. Temporary Pass. FAA employees and contractor personnel may be issued a temporary facility vehicle pass valid for a period to be determined by the facility manager when required to facilitate operations or permanent registration. Temporary passes should be assigned an expiration period not to exceed 5 days or less from the date of issue, at which time the pass must be re-issued.

603. IDENTIFICATION MEDIA

a. Forms. Forms required for the administration and monitoring of the vehicle identification media system may be designed by the facility or procured commercially in ready made form. Types of forms required will include as a minimum the following:

(1) Standard vehicle registration and identification media control form for employees and contractor personnel.

(2) Standard form for vehicle registration and identification media control for visitors.

(3) Standard form for issuance and control of temporary vehicle passes.

b. Identification Media. The type of vehicle identification media utilized at a FAA facility will be determined by the facility manager with the advice and assistance of the servicing security element. Types available include decals to be affixed to the bumper or other part of the vehicle where they are readily visible, and cards which can be displayed on the vehicle dashboard. As a matter of general practice, the decal type of identification media offers advantages for control of vehicles that require regular and frequent access to the facility, while the card is suitable for temporary passes and for visitors. General requirements for identification media are as follows:

(1) **Colors.** The identification media should be color coded as follows:

(a) Permanent—Blue

(b) Temporary—Red

(c) Contractor—Green

(d) Visitor—White

(2) **Accountability.** Decals/Tags will be numbered serially for control purposes. This number will be used on the appropriate form at the time the vehicle is registered with the facility and the identification media are issued.

(3) **Size.**

(a) Decals should be a minimum of 1-1/2 inches by 4 inches.

(b) Cards should be a minimum of 5 inches by 12 inches.

604. ISSUANCE, CONTROL AND ACCOUNTABILITY

a. Issuance. The facility manager will designate the office responsible for administration and control of the vehicle identification system. Normally this will be the facility security officer or contract guard force. Minimum requirements include the following:

(1) A custodian for the vehicle identification media system must be designated by the facility manager in writing. The custodian shall be issued and maintain a copy of this designation. The duties shall include but not be limited to procurement, accountability, inventory control and accountability for the identification media.

(2) The office designated by the facility manager as the issuing office for vehicle identification media shall set up and maintain a system for filing, issuing and accounting for all vehicle identification media for the facility.

b. Accountability and Control. All forms of vehicle identification media shall be numbered and controlled. The issuing office will be responsible for ensuring that a current inventory record is maintained of all vehicle identification media to include total number issued and total number on hand.

605. SAFEGUARDING

Vehicle identification media shall be safeguarded in the same manner prescribed for personnel identification media. Unissued stocks of vehicle identification media shall be stored in a GSA approved security container with a built-in, three position, Group 1R, dial-type, changeable combination lock.

606. THRU 699. RESERVED.